

Instructions to member

You may be eligible to purchase up to five years of creditable service for your US Department of Defense overseas dependent school teaching service. If you are interested in purchasing this credit, please:

- Complete** Parts 1 through 3, below. Be sure to obtain your *Statement of Federal Service* (NA Form 13037) from the National Records Center; this statement documents your period(s) of employment, the salary rate(s) paid, and any additional allowances paid for maintenance or housing.
- Send** your completed form—along with your *Statement of Federal Service*—to our main or Springfield office. If you have any questions, please contact a Member Services representative in our main or Springfield office.

M T R S U S E O N L Y

MS

1 Member information

Social Security number MTRS Member number, if known

Name First MI Last

Former/maiden name Not applicable

Home address
..... City State ZIP Country

Home phone () E-mail

MTRS membership status As of (date of application): Active Inactive

2 Your US Department of Defense overseas dependent school teaching service

Name of overseas school
Location of overseas school Country

Website address (URL) E-mail

Period of service From mm/dd/yyyy	To mm/dd/yyyy	Position title	Level (check one)			Employment status (check one)	
			Elementary	Middle	High	Full time	Part-time; also indicate as a % of full-time, e.g., 50%
..... %
..... %
..... %

Have you received credit for this service in any other retirement plan? Yes No

If yes: Please identify
Have you received, or will you be eligible to receive, a retirement benefit from that plan? Yes No

MANDATORY ☐ I have attached a copy of my *Statement of Federal Service*.

3 Your statement and signature

Please confirm my eligibility to purchase my overseas school service. I understand that if I wish to purchase this service, I will have to pay the total amount due: while I am either an active member of the MTRS or an inactive member on an authorized leave of absence; and, by my date of retirement from the MTRS. I hereby certify under the penalties of perjury that the information I have provided here is true to the best of my knowledge.

If you anticipate retiring
within the next six months,
please indicate the
approximate date:

Signature

Date



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Re: Purchasing creditable service for United States Department of Defense overseas dependent school service—Instructions and application form

Dear Member,

Thank you for expressing your interest in purchasing credit for your prior service. If you were employed as a teacher in a United States Department of Defense overseas dependent school, you may be eligible to purchase credit for your service. To determine whether you may be eligible to purchase this type of service, please answer these questions:

- 1) **Were you employed as a teacher in an overseas dependent school supervised by the United States Department of Defense?** ☐ Yes ☐ No
If "yes," please go to Question 2. If "no," your service is not eligible for purchase.
- 2) **At the time of your anticipated service purchase, will you be either actively teaching in Massachusetts OR on an authorized leave of absence?** ... ☐ Yes ☐ No
If "yes," please go to Question 3. If "no," you will not be eligible to purchase your service.
- 3) **Have you received retirement credit for this service in any other retirement plan?** ☐ Yes ☐ No
If "no," you may be eligible to purchase credit for your overseas school service.
If "yes," **have you received, or will you be eligible to receive, a retirement benefit from that plan?** ☐ Yes ☐ No
If "no," you may be eligible to purchase credit for your overseas school service.
If "yes," your service is not eligible for purchase. If you are entitled to receive a retirement allowance from the other plan, the federal government or any other source, you are not eligible to purchase this service with the MTRS.

If you passed the quiz, then you may be eligible to purchase up to five years of creditable service for your overseas school service. Please review the information inside. If you wish to apply to purchase this service, it is best if you complete and return your application at least six months before your date of retirement. Service cannot be purchased after the effective date of your retirement.

If you have any questions, please contact a Member Services representative in our main office, at 617-679-MTRS, or our Springfield office, at 413-784-1711. We look forward to helping you through the service purchase process!

Sincerely,

JOAN SCHLOSS, *Executive Director*

Are there any other requirements or restrictions I should know about?

Yes—you may purchase a maximum of five years of credit for your Department of Defense overseas dependent school service, subject to the following restrictions:

- The amount of your overseas service purchase cannot exceed the amount of your creditable Massachusetts teaching service at the time of your retirement.
- Each year of overseas service purchased, up to five years, counts toward the ten-year maximum of out-of-state service that you may purchase.
- You cannot purchase more than a total of ten years of creditable service for all of your out-of-state and Department of Defense teaching service combined.
- You must have a matching year of Massachusetts public teaching service for each year of overseas teaching service and out-of-state teaching service you wish to purchase, and you cannot count the same Massachusetts service toward both types of purchases. For example, if you wish to purchase five years of overseas school service and five years of out-of-state teaching service, you must also have at least ten years of Massachusetts creditable teaching service at the time of your retirement.

How can I determine if it makes financial sense for me to purchase all—or just a portion—of my overseas service?

Depending on how much creditable service you will have at the time of retirement, purchasing your overseas school service credit may or may not make financial sense for you. Please be aware that a retirement allowance can be no higher than 80 percent of the average of your three highest consecutive years' salaries, and a service purchase, once made, cannot be refunded. So, before you decide to purchase this service, or decide how much to purchase, please consider whether you expect to be at or near the 80 percent maximum at the time of your retirement *without* this purchase.

I have determined that I am eligible to apply for credit for my overseas school service. What do I need to do now?

The process is simple. You need to:

- 1) **Complete** the front of the application form (next page).
- 2) **Obtain** a copy of your *Statement of Federal Service* (also known as a "transcript of service," or NA Form 13037) from the National Records Center, if you don't already have one. This is a document that documents your period(s) of employment, the salary rate(s) paid, and any additional allowances paid for maintenance or housing. You may request your form from the National Records Center, 111 Winnebago Street, St. Louis, Missouri 63118.
- 3) **Make** a copy of your completed application and *Statement of Federal Service* for your records.
- 4) **Submit** your completed application and *Statement of Federal Service* to either our main or Springfield office (addresses on form).

What happens after I return my completed application?

We will review your application, verify your eligibility, determine how much service you may purchase, calculate your cost and send you an invoice. Along with your invoice, you will receive information regarding how you may pay for your purchase.

How is the cost of my service purchase calculated?

The cost of purchasing your past service is based on what you would have paid in retirement contributions to the MTRS during the period of your employment with the overseas school—either at the contribution rate that would have been in effect or at your contribution rate, if you were a member of the MTRS prior to rendering your out-of-state service and you left your funds on account with us—plus buy-back interest to date.

EXAMPLE

If you taught in an overseas school from September 1976 to June 1977, and your salary for that school year was \$24,000, your cost to purchase that year of service would be \$1,680, plus buy-back interest from June 1977 to the date of your purchase.

	1976–77 school year salary of \$24,000	\$ 24,000
x	Contribution rate of 7%	x 0.07
Annual contributions to MTRS for period		\$ 1,680
+	Buy-back interest from June 1977 to date of purchase	+ Interest
Total purchase cost		Total cost

CONTRIBUTION RATE TABLE

If your overseas service was rendered...	The contribution rate applied is...
Before January 1, 1975	5%
January 1, 1975 through December 31, 1983*	7%
January 1, 1984 through June 30, 1996*	8%
July 1, 1996 through June 30, 2001*	9%
July 1, 2001 or after	11%

* If your service was rendered January 1, 1979 – June 30, 2001, you must also pay an additional 2% contribution on any salary over \$30,000 (the "30-plus" deduction).